

ISBE SIS Communiqué

The following topics address issues concerning the ISBE Student Information System (ISBE SIS) development project. If you have questions please call the ISBE Help Desk at (217) 558-3600.

1. Need for ISBE Student Information System (ISBE SIS)

The primary purpose of the ISBE Student Information System (ISBE SIS) is to assign unique identifiers (SID's) to every public school student in the state of Illinois. The assignment of identifiers will enable us to capture demographic, enrollment, program indicator, and assessment data for all students, thereby allowing us to better report information required under NCLB, IDEA, the Illinois Report Card, and other federal and state mandates.

The ISBE SIS is not designed to replace the student information management software currently used by school districts. ISBE will be collecting only that information necessary to meet its reporting needs. With the full implementation of the ISBE SIS, aggregate reporting requirements like as the Fall Housing Report and the End-of-Year Report will no longer be necessary.

Moreover, one of the major promises of the new system is that the entire assessment process will be streamlined and less subject to error. Student identifiers and other demographic information will be sent to ISBE's assessment vendor for pre-coding on answer sheets. This identifying information along with test answers will be scanned, processed and returned to both the home district and ISBE. ISBE anticipates very little manual intervention on the part of school districts resulting in much less cleanup work having to be done by local staff. Furthermore, this improved process will most certainly increase both the quality and timeliness of the data.

2. Participation in ISBE Student Information System Will Be Required for All School Districts

ISBE has filed a proposed amendment to agency rules with the Secretary of State to require that all districts participate in the ISBE SIS. This proposed amendment was posted on the ISBE Home Page on Friday, July 8, 2005. To review this proposed amendment, go to <http://www.isbe.state.il.us/>, click on the Rules link in the left-hand menu, click on the Proposed Rules and Amendments link, and click on Text of Rulemaking on Proposed Amendments to Part 1 at the bottom of the page. Please note the deadline for public comment is Tuesday, September 6, 2005.

3. Required Phase 1 Data Elements

The 23 required Phase 1 data elements, their definitions, and code sets are available at the Student Information System Home Page (<http://www.isbe.state.il.us/sis/default.htm>). These elements are classified into three categories: demographic, enrollment, and program participation.

Demographic Data (6 elements)

- Legal Last Name
- Legal First Name

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- Legal Middle Name
- Date of Birth
- Gender
- Race/Ethnicity

Enrollment Data (7 elements)

- Home Region-Count-District-Type-School Code (Home School)
- Serving Region-Count-District-Type-School Code (Serving Entity)
- Enrollment Date at the Serving Entity
- Type of Enrollment in the Serving Entity
- Grade Level I at the Serving Entity
- School Year at the Serving Entity
- FTE at the Serving Entity

*Program Participation (10 indicators)**

- Supplemental Educational Services (SES) Indicator
- Homeless Indicator
- Limited English Proficient (LEP) Indicator
- Individualized Education Program (IEP) Indicator
- IEP Accommodation Indicator
- 504 Accommodation Indicator
- Career/Technical Education Indicator
- Migrant Indicator
- Free/Reduced Lunch/Low Income Indicator
- Century 21 Indicator

***Note:** These indicator fields are now required to have either a ‘yes’ or no’ response when a student is submitted for a SID. This has changed from our pilot activity.

4. Phase 1 File Formats

Files may be submitted as:

- Comma-delimited text files
- XML files
- Comma-separated value (CSV) files converted from an EXCEL template.

The file formats can be found at the Student Information System Home Page (<http://www.isbe.state.il.us/sis/default.htm>).

5. Contacting ISBE SIS Project Staff

Call the ISBE Help Desk at (217) 558-3600 or send an email to help@isbe.net with the subject line “ISBE SIS Inquiry.”

6. IWAS Sign Up Required to Access ISBE SIS

Coming in mid-August at the ISBE SIS Home Page:

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“IWAS SIS production system has been turned on.

“We are pleased to announce that the IWAS SIS production system has been turned on. If you do not yet have an IWAS account, you may apply for one by going to the Student Information System home page at <http://www.isbe.state.il.us/sis/default.htm> and clicking on the IWAS link in the left-hand menu. Once you are at the IWAS site, click on the Sign Up Now link and follow the instructions.”

Your superintendent will be notified that you have applied and are awaiting her/his approval. Once approval has been granted and the ISBE Student Information System has been turned on, you will be able to upload and download files to and from the ISBE SIS. You also will be able to request student identifiers for new students using the Web-Based Student Locator Service.

7. Sign Up for ISBE SIS Training.

From the ISBE SIS Home Page:

ISBE Student Information Systems Training

In preparation for the statewide rollout of unique student identifiers for the ISBE Student Information System, school districts that did not participate in the pilot project are advised to attend a half-day session designed to demonstrate the features of this system as well as provide hands-on practice for school or district staff. Each school district should send 2 participants, one whose role is to enter student information into the school district's student administrative package (SAP), and another whose role is to interact with the school district's SAP vendor or in-house technical staff to upload or download batch files.

35 training sessions at 14 locations geographically situated across Illinois have been scheduled during a 4 week period beginning Monday, July 18, 2005 and ending Thursday, August 11, 2005. An [online registration form](#) and logistical information for each session, including directions, is available through the links below. A continental breakfast or snack will be provided at each session.

8. Important Dates

August 15 - Production ISBE SIS will be turned on. School district batch live data may be submitted for SID assignment. Web-based student locator system will be available for online assignment of SID's. Updates to existing student data will be accepted.

Also, School district batch test data may be submitted to validate export process and test ISBE SIS validations.

9. Vendor Interactions with School Districts

Some vendors are requiring additional cost for modification to their existing packages; others are not. Downloading existing data from local packages to an EXCEL spreadsheet template, adding columns to enter missing required ISBE SIS data, and

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converting the file to a comma-separated value (CSV) file for submission to ISBE could be an alternative to incurring additional expense.

10. Region-County-District-Type-School (RCDTS) Codes for Home Schools and Serving Entities*

FAQ document (being created, dated 6/27/2005)

The RCDTS codes are found in the Directory of Educational Entities which has a link on the ISBE SIS website.

The RCDTS code is 15 digits in length:

Region	2 Characters
County	3 Characters
District/Entity	4 Characters
Type	2 Characters
School	4 Characters

The codes that are found in the Directory of Educational Entities are listed in RCDST order. The user must rearrange to map to ISBE SIS RCDTS:

***Note:** RCDTS codes for special education private facilities will be available by August 1, 2005.

11. Submitting and Updating Student Data (modified 6/20/2005)

Only Home Districts and Schools may request an SID and send and receive original or updated demographic, enrollment and program participation indicator for students. This information must come from student management packages or other data sources maintained by the Home District and/or School.